

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of January 20, 2021
Council on Aging, Wayland Town Building, 9:00 a.m.**

***** In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. *****

The following members were present and participated remotely; all votes were by Roll Call: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion (arrived at 9:14 a.m.), Sarah Hubbell, Maureen White, Library Director Sandy Raymond. Guests from the Mass. Board of Library Commissioners: Lauren Stara and Andrea Bunker.

1. Public Comment: None.
2. Review and approval of Dec. 16, 2020 meeting minutes, possible vote to amend Nov. 18, 2020 minutes: S. Raymond offered a correction to the December 16, 2020 minutes: to correct Nov. 2020 circulation from 9% to 49% . S. Raymond offered a correction to November 18, 2020 minutes to clarify that Tyler Kinney will be providing coverage for Library staff, not Town staff, during upcoming holidays: "Sandy Raymond expects Tyler Kinney will spend more time at the Library very soon as he will provide coverage for Library Staff taking vacation time around the upcoming holidays." L. Hart moved to approve both Nov. 18, 2020 and Dec. 16, 2020 minutes as amended. S. Hubbell seconded. Vote: 5-0 to approve both sets of minutes as amended.
3. Monthly Reports: Financial/Statistical Reports, Director's Report. Circulation for December is 47% lower than in Dec. 2019. December had the highest monthly curbside pickup appointments to date. L. Hart congratulated S. Raymond and staff, total curbside appointments to date has exceeded 10,000. A. Gennis noted that check-outs of physical hardcover books is driving the increased circulation numbers across all areas. A. Gennis asked about progress for Wayland Reads 2021 programming, a Wayland Reads event is listed for Feb. 4th. S. Raymond to send more info following meeting. L. Hart noted staff back pay issue has been successfully resolved. S. Hubbell asked if staff still feel comfortable in the building. S. Raymond said staff is mostly comfortable in the building. All are reporting for work onsite. Some still perform some work remotely, largely planning and executing programming as the library's wifi is still not strong. Activities that involve singing are best performed without a mask and so conducted remotely. S. Raymond noted having 6 patrons in the building feels safe. A. Gennis reminded Trustees that Gov. Baker's newest capacity guidelines allows a max of 10 persons (for the WFPL this is 4 staff, 6 patrons) at any one time in the Library space available to the public (2000 sf). M. White and S. Raymond noted that curbside may be a service that stays beyond Covid.
4. Discuss spaces uses, services, during and after the Pandemic with Mass. Board of Library Commissioners' Construction Specialists Lauren Stara and Andrea Bunker. L. Stara and A. Bunker provided an overview of a new document, "Library Space: A Planning Resource," which includes considerations for building design, location, adjacencies, flexibility of space use with more open spaces, importance of planning acoustics and dedicated quiet spaces, and a new focus on developing useable outdoor spaces especially during COVID-19 and possible future pandemics. A. Gennis noted, in the Trustees' 5 Yr. Capital Plan, Trustees are addressing long-standing maintenance issues: replacing the HVAC system, ADA upgrades, building exterior maintenance, wastewater connection, with some long neglected interior maintenance.

nance. L. Stara and A. Bunker referenced a recent report from the MBLC highlighting the importance of improving HVAC systems at libraries in a post-pandemic world to better circulate and filter air. L. Stara and A. Bunker stressed the importance of evaluating the current building before investing in more than delayed maintenance to determine what works and what does not, also to determine which uses are feasible in this building (originally built in 1900). They remarked while collections are a library's "brand," programming is now as important as collections. They cautioned in older buildings it is important to consider many issues, and determine whether there are significant physical issues such as mold, rot, water seepage. J. Dion asked about use of pop-up libraries. Practicality and costs of pop-up events, staffed branch location, as well as unstaffed pick up locations were also reviewed. A. Gennis reminded all that addressing delayed maintenance is our priority and providing safe spaces for staff and patrons now and as Covid abates.

5. Library Response to Covid-19, including status of: services, staffing, programming, public browsing and computer use, curbside pickup, considerations before possible building closure with continuation of remote services. S. Raymond had nothing new to report, will address in weekly updates to Trustees.

6. WFPL selected archival materials, conservation and digitization, discuss possible Community Preservation Act Funds (\$16,820). Passed over due to time.

7. Interior storm windows for Round Room with remaining Round Room Window Restoration funds. Guest: Gretchen Schuler, Chair, Community Preservation Committee (CPC). G. Schuler discussed merits of interior storm windows for the round room, noting there would be 2 sashes per window for these large windows. The storms reduce heating costs in the winter. Should they remain in place year round, they provide insulation in summertime. J. Dion asked about condensation forming between storm window and original window. G. Schuler noted she had seen condensation form when *exterior* storms are installed. She has interior storms at her home and has seen condensation only between a set of windows, at times, not at the other windows. She has not seen condensation at other buildings using interior storms. C. Conery asked whether the lower window storm sashes can be removed to open the windows to improve air quality due to Covid. G. Schuler does not know whether the installation of the lower sash is required to maintain the upper sash in place. G. Schuler invited Trustees to view interior storm windows at the Grout-Heard House Museum next door, the home of the Wayland Historical Society. G. Schuler asks Trustees if they'd like to use the already allocated funds for interior storms or whether the funds will be returned to the CPC. Trustees agreed the project should move forward. S. Raymond will inquire whether bottom sashes must be in place for the upper sashes to be secured, or whether a bottom sash can be safely removed to allow a window to be opened for air circulation. S. Raymond will contact Ben Keefe, Public Facility Director, to move this project forward.

8. Trustee reports and concerns. A. Gennis reminded Trustees that the Library's request for design funds to address long overdue maintenance and updates to the library is in the Facility's capital plan to be presented at Annual Town meeting in May 2021. Ben Keefe will move this forward, Judy Dion offered to assist him, with S. Raymond and another library staff.

9. Topics not anticipated by chair 48 hrs in advance of meeting: none.

10. Adjourn: C. Conery made a motion to adjourn M. White seconded. 6:0 vote to adjourn.

Documents for the Meeting:

20210120 BoLT agenda.pdf

20210120 dr.pdf

Summary Reports for Trustees as of 20210115.pdf

Summary of Reports Other for Trustees as of 20210115.pdf

Trustees Circ Stats FY21.xlsx
CPF M-102-0, Campaign Finance Report, Municipal Form
Summary of the Conflict of Interest Law for Municipal Employees revised 2016[3]
Notice to Municipal Employees.docx
Appointments by week - Sheet1.pdf
Interior storm.jpeg
Interior storm.mp4

Email from SR 12/16/2020, Today's meeting snafu re: agenda
Email from SR 12/17/2020, From our visitor today....
Email from SR 12/23/2020, Director's update. Holiday edition
Email from AG 01/07/2021, WFPL - form for Trustees to complete. Fwd: Campaign Finance
Email from SR 01/08/2021, Director's update New Year edition
Email from AG 01/11/2021, WFPL - Fwd: Conflict of Interest Annual Training Reminder-2020 –Board
Email from SRH 01/11/2021, December 2020 Circ Stats FY21
Email from SR 01/13/2021, From a fan...
Email from SR 01/14/2021, 20210120 BoLT agenda
Email from SR 01/15/2021, 20210120 BoLT supporting documentation
Email from SR 01/15/2021, no bad press, right?
Email from EB 01/15/2021, Library Budget Reports
Email from AG, 01/19/2020, WFPL - Trustee meeting Wed., Jan. 20 @ 9 am

Next Meeting:

Wednesday, February 17, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of February 17, 2021
Council on Aging, Wayland Town Building, 9:00 a.m.**

***** In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. *****

The following members were present and participated remotely; all votes were by Roll Call: Aida. Gennis, Chair; Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond. Guests: Carly Moniz, WFPL Assistant Youth Services Librarian, MJ Wright, WFPL Bibliographic Librarian.

The following members were absent: Trustee Leah Hart.

1. Public Comment: None.
2. Review and approval of January 20, 2021 meeting minutes. S. Raymond requested the following two changes: "S.Raymond said most staff are comfortable in the building, those who aren't, now work from home." Changed to read: "S.Raymond said staff is mostly comfortable in the building. All are reporting for work onsite. Some still perform some work remotely, largely planning and executing programming as the library's WiFi is still not strong. Activities that involve singing are best performed without a mask and so conducted remotely." On page two, first paragraph, change "practically and..." to "practicality and..." C. Conery also to change years of the draft minutes from January 20, 2020 to January 20, 2021.

S. Hubbell moved to approve the January 20, 2021 minutes as amended. M. White seconded. Vote: 5-0 to approve both sets of minutes as amended.
3. Monthly Reports: Financial/Statistical Reports, Director's Report. S. Raymond noted that her staff will be purchasing more physical books. A. Gennis noted that physical book circulation is up across all age levels and leads the increase in monthly circulation over other categories. S. Raymond noted that Over-drive continues to see strong use.

C. Conery asked what the deadline was for spending the Mind in the Making Grant, whether the Library is able to spend down the grant by the deadline, and how much has been spent to date. S. Raymond reminded all that the Library is understaffed, Pam has been working hard to spend the grant down. J. Dion asked if there are additional grants the Library has not applied for due to inability of staff having time for the application of grants and utilization of grant funds. J. Dion expressed concern that the WFPL was not applying for state and other grant funding. Trustees discussed the work that goes into applying for a grant. S. Raymond and Trustees agreed it was difficult to apply for grants this year due to reduced staff size and Covid restrictions.
4. Library Response to Covid-19, including status of: services, staffing, programming, public browsing and computer use, curbside pickup, considerations before possible building closure with continuation of remote services. S. Raymond said having 6 patrons in the building at one time is comfortable, once vaccination numbers increase, she will consider increasing capacity to 8. Library remains short staffed, curbside remains extremely popular, no discussion currently to close the building to the public. WFPL has

welcomed 418 people into the building since it reopened to the public in October. A. Gennis asked whether any staff that indicated they will not return to the building until they are vaccinated, will do so now since vaccines are available, this may alleviate staffing challenges. S. Raymond noted that a few of these staffers have returned, but most are part time and 4 decided to retire due to Covid. C. Conery asked what the plan is for resolving staffing issues. S. Raymond reported that the Children's Room has had a 25 hour position open since October, that still needs to be posted by the Town, another staffer has been relocated to the Town Building, his time is divided between the Town Building and the Library; a Reference Desk position is unfilled because the Town has not posted it. S. Raymond continues to push the Town to post these job openings.

A. Gennis asked if S. Raymond would like to reconsider and move more Children's Room materials up to the main floor for families to have a greater selection. S. Raymond says they are happy with current layout.

5. Library building concerns including: ATM design fund request for deferred maintenance and delayed updates; building's spaces, uses; considerations and possibilities for offsite services; next steps. A. Gennis stated that Town Administrator has said a Working Group should be formed to examine next steps. A. Gennis mentioned previous reports which address the condition of the building which the working group may review. A. Gennis and J. Dion volunteered to represent the Trustees on the working group. J. Dion asked if it would be worth exploring a partnership with Wayland Arts to host a popup event at the existing Wayland Arts space in Town Center. Dir. S. Raymond and Pam McCuen, Head of Youth Services, to investigate.

6. Discuss the possibility of taking advantage of the current closure of our Children's' Room to replace stationary with mobile shelving. Consider various funding sources. S. Raymond would like to replace stationary shelves with mobile shelving. She has received quotes which range from \$52,000-\$56,000. Mobile shelves would allow staff to reconfigure the Children's Room for events, story times, and make the room more accessible during Covid and future pandemics. S. Raymond noted these shelves could be moved to a new building or off site easily. A. Gennis asked what the shelves would look like. S. Raymond said they were looking at units that are 3 and 5 shelves high. J. Dion asked if this would replace all the existing freestanding shelves. S. Raymond said yes, the shelving along the walls would stay in place. S. Raymond noted the library currently has two of these mobile shelving units in the teen space and that they are easy to move around. S. Raymond is also considering replacing carpeting in some areas with a solid surface conducive for messy arts and crafts and in some areas with new carpeting. S. Raymond will look into the procurement process and report back to Trustees. J. Dion asked if the shelving units would fit in the elevator. S. Raymond reported they would. A. Gennis asked Dir. Raymond to distribute the floor diagrams and price quotes to Trustees for the discussion to continue.

7. Consider following the Wayland Public Schools example of changing Columbus Day to Indigenous Peoples Day. Carly Moniz, Library Staff presented documents supporting this change and discussed the reasoning for it. Trustees discussed and A. Gennis asked if there was consensus among Trustees to support this change and exploring how to accomplish it. S. Hubbell to investigate how/if library can make this change, including reaching out to the School Committee.

8. WFPL selected archival materials, conservation and digitization, discuss possible Community Preservation Act funds (\$16,820), vote the question of approval of Community Preservation Committee (CPC) article for ATM2021. MJ Wright, WFPL Staff, joined meeting to provide overview of the Article to Trustees, and highlight some of the materials that would be preserved with these funds including: a scrapbook donated by James Sumner Draper, a collection of letters from 1903-1918, a scrapbook on the beginnings of the Library, and other historical documents from the beginnings of the Town of Wayland.

A. Gennis asked about preservation of old WFPL Trustee minutes and letters. M. Wright noted that those records can be sent to the Boston Public Library for archival treatment free of charge. M. Wright added that she has a landscaping plan from 1911 that is very fragile and sermons in and about Wayland from 1780s-1880s that is extremely fragile that she hopes to preserve. If cost to preserve these items is small enough, perhaps the CPC could provide funds. A. Gennis asked why the Library Science and Technology Act grant for preservation of historic materials from the MBLC wasn't considered. M.J. Wright noted the LSTA grant is for storage cases/materials, not for preservation of documents. The LSTA grant can be applied for once the documents have been preserved. Trustees expressed support for the article and the application for CPA funds for preservation of historical records in the WFPL's possession and the need to be involved in this process before applications and articles are made.

S. Hubbell moved to approve the application by WFPL staff member, M.J. Wright to the Community Preservation Committee requesting Community Preservation Act funding to preserve historic records in the possession of the WFPL, and to approve the CPC action to submit a warrant article to Town Meeting for such funding. M. White seconded. Vote: 5-0 to approve.

9. Trustee reports and concerns: A. Gennis mentioned another grant opportunity was discussed in a recent Wayland Town Crier. It is for the preservation of records and documents relating to Veterans for which libraries and other institutions may apply.

10. Topics not anticipated by chair 48 hrs in advance of meeting: none.

11. Adjourn: C. Conery made a motion to adjourn, S. Hubbell seconded. 5:0 vote to adjourn.

Documents for the Meeting:

20210217 BoLT agenda.pdf

20210217 dr.pdf

Summary Reports for Trustees as of 20210212.pdf

Summary of Reports Other for Trustees as of 20210212.pdf

Trustees Circ Stats FY21.xlsx

Letter to Sec'y Sudders.jpeg

Library Union Contract 20170701-20200620.pdf

Indigenous Peoples' Day.pdf

CPA Application.doc

CPA Warrant article.pdf

01.20.21 BoLT Mins – draft.docx

Email from SR 1/20/21, Wayland Reads details

Email from SR 1/22/2021, Petition to prioritize vaccination of library staff

Email from SR 1/22/2021, 20210122 Director's Update

Email from SR 1/29/2021, Director's update 20220129

Email from SR 2/01/2021, Closing at 3 p.m.

Email from SR 2/05/2021, Director's update 20210205

Email from SR 2/12/2021, Fwd: SHRAB Re-grant Award

Email from AG 2/13/2021, WFPL – draft BoLT min. 01.20.2021

Email from AG 2/15/2021, Re: WFPL - apology — quorum check too for Wed., Feb. 17, 2021

Email from SR 2/16/2021, Re: WFPL - draft BoLT min. 01.20.2021, for Trustee review on Wed., Feb. 17, 2021

Next Meeting:

Wednesday, March 17, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of March 17, 2021
Council on Aging, Wayland Town Building, 9:00 a.m.**

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The following members were present and participated remotely; all votes were by Roll Call:
Aida Gennis, Chair; Judy Dion, Leah Hart, Sarah Hubbell, Library Director Sandy Raymond.

Guests: none

The following members were absent: Trustees Courtney Connery, Maureen White
Meeting opened at 9:07 a.m.

1. Public Comment: A member of the public, Win Treese, called to introduce himself. He is running for a position on the BoLT, he hopes to be elected to work with the Board. Trustee Aida Gennis mentioned 2 upcoming events: Six discussion sessions are scheduled for the Library's biannual Wayland Reads book "How to be an Antiracist" by Ibram X. Kendi, Founding Director of B.U's Center for Antiracist Research. The first is on Thursday, March 18th, 7 pm, registration is through the Library website; Sunday, March 21st, 2 pm, is a virtual presentation, "Slavery in Sudbury" presented by Jane Sciacca, an Interpretive National Park Ranger, retired, for the National Park Service, who specializes in slavery, abolition, 19th c. American Literature. This program is sponsored by the Library and the Wayland Historical Society. During this time period, Sudbury included present day Wayland.
2. Review and approval of February 17, 2021 meeting minutes. Passed over.
3. Monthly Reports: Financial/Statistical Reports, Director's Report: February's circulation was slightly lower than January's, the first decrease since curbside pickups began. There were 3 snow storms during February, a shorter month, which may account for this decrease. Financials are on track with 69% of FY21 completed. A Director's Report was provided, 504 patrons entered for library services since 10/19/2020.
4. Three invoices from Ingram Library Services, for juvenile materials, were unanimously approved with payment designated from the Swain Fund. Ingram Library Services, invoices: #67282740 for \$6.70; #61854386 for \$12.64; #61852347 for \$10.04.
5. Library Response to Covid-19, including updates on: Gov. Baker's Reopening MA status, library services, staffing, programming, public browsing and computer use, curbside pickup. High demand for curbside pickups continues; Dir. Raymond hopes to extend Saturday's curbside pickups from 3 pm to 5 p.m. Pop-up browsing events, will resume as weather and staffing allows and will primarily be after school. A. Gennis asked how Gov. Baker's newest Reopening Mass. updates allowing 10 persons max (excluding staff) per 1000 sf of designated space within the Library, affects operations. Dir. Raymond stated the configuration of the designated space is tight, more than 6 patrons per half hour does not allow for good social distancing. Demand has not reached the full number of weekly visits scheduled at this capacity. Changes in neighboring libraries' status: Wellesley's main library will be closing for renovations in April, Weston's is open to the public (without prior reservations, with a capacity calculator at their entry), Sudbury's Goodnow will be opening to the public at the beginning of April.

6. ATM 2021 articles affecting the Library, discuss status: Selectboard/Town Manager Special Act, CPA funds for preservation of library documents, petitioner's article for a Human Rights Commission. A. Gennis reviewed Library status: Library Trustees have statutory authority under c. 78 of the General Laws of MA; Trustees establish policy including use of the building and grounds, the library's function, collections, services; Trustees appoint, evaluate performance, discipline and remove the Director; Director reports to the Trustees; the Library department remains intact. State Law exempting a patron's library use & inquiries from public records disclosure is noted. A. Gennis questioned if grants through the Mass. Board of Library Commissioners, or other sources will be affected, grants provide resources directly benefiting the public. L.Hart expressed concern that any delays due to town workloads not cause the Library to miss grant opportunities and deadlines. New to the Act: "Declaration of a state of emergency" now includes "public health emergency." ATM is scheduled to start Saturday, May 15.
7. Children's Room mobile shelving. Dir. Raymond noted library furnishings should be bought by the Town as done for other departments, and asks Trustees consider using their funds to purchase free-standing mobile units of a lower height than existing fixed shelving, allowing some flexibility in space configuration. Trustees reviewed several proposals. Trustees asked Dir. Raymond to provide: updated price quotes; a cost for increasing single unit shelving and decreasing the longer and heavier triple or double unit shelving; information whether these fit in the elevator for use elsewhere, etc. Trustees asked if a plan to re-open the Children's Room is developed. A. Gennis questioned why the library has not received a written report concerning air quality after the building's evaluation. L. Hart asked for information on the efficiency of the filtration of the HVAC system on all levels of the Library. J. Dion questioned why there isn't a similar report for the Library as for the schools.
8. Annual Director evaluation. Trustees reviewed: questionnaire for evaluation; evaluations are anonymous and delivered to member of Central Office staff by Friday, April 23d; M. White, Trustee will collect, develop composite evaluation with Trustees evaluations, Director's self-evaluation, Town Administrator's evaluation; M. White will attend May's Trustee meeting, present the evaluation, make any changes as needed after the meeting. Trustees and Dir. Raymond unanimously agreed to each of these, in particular to the last step when M. White will no longer be a sitting Trustee.
9. Consider changing "Columbus Day" to "Indigenous People's Day" on the WFPL calendar. S. Hubbell inquired of the School Committee of their procedure to consider and change their calendar. S. Hubbell will check with Town authorities to determine whether there are any Town implications should the Library make this change.
10. Trustees' Reports and Concerns. S. Hubbell reminded Trustees a gift of a statue from the Wayland Garden Club to the Library was discussed at February 2020 Trustees' meeting, it appeared on a draft agenda for March for consideration of a vote to accept, the Pandemic interrupted this action. The statue is nearing completion, S. Hubbell asked that this topic be added to the April agenda. A. Gennis asked Dir. Raymond to update Trustees on progress of the Action Plan of the Strategic Plan FY21-25 at April's meeting.
11. Adjourn: S. Hubbell moved to adjourn, J. Dion seconded, vote to adjourn 4-0.

List of emails & documents follows —

Next Meeting:

Wednesday, April 21, 2021, 9:00 a.m.

Respectfully submitted by Aida Gennis

Documents for the Meeting:

Wayland Children's Layout Existing.pdf
Wayland Children's Layout A.pdf
Wayland Children's Layout B.pdf
Wayland Children's Layout C.pdf
Wayland Children Room Shelving quote option A.pdf
Wayland Children Room Shelving quote option B.pdf
Wayland Children Room Shelving quote option C.pdf
01.20.21 BoLT Mins revised.docx
Flood.jpg
Flood2.jpg
Letter about Library Reno plan 1965.pdf
20210317 BoLT agenda.pdf
2021 atm_articles_as_submitted.pdf
Swain Invoice #67282740
Swain Invoice #61854386
Swain Invoice #61852347
Summary Reports for Trustees as of 20210312.pdf
Summary of Reports Other for Trustees as of 20210321.pdf
Trustees Circ Stats FY21.xlsx
202100317 dr.pdf
SB-TM Spec Act p 19-39 Description. pdf
Pettnr Art. – Human Rts Com.pdf
CPC Funds for Preservation Historic doc at WFPL.pdf
Non-Union Dept Head Mgr 1yr.docx

Email from SR 02/17/21, Children's Room Furniture Layouts and quotes
Email from CC 02/17/21, 01.20.21 BoLT Mins revised
Email from SR 02/19/21, Director's Update 20210219
Email from SR 02/19/21, Coming up on an unpleasant anniversary: March 14, 2010
Email from SR 02/22/21, A flash from the past (1965)
Email from SR 02/23/21, Goodnews Frwd from K. Tragolo Wayland Cultural Council re Grant Application GY2021
Email from SR 02/25/21, Director's update 20210225
Email from SR 03/05/21, 20210305 Director's update
Email from SRH 03/05/21, February 2021 Circ Stats FY21
Email from SR 03/11/21, BoLT agenda and supporting documentation
Email from EB 03/12/21, Library Budget Reports
Email from SR 03/15/21, 20210317 Director's report
Email from AG, 03/15/21, WFPL – For Wed's Trustee meeting

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of April 21, 2021
Council on Aging, Wayland Town Building, 9:00 a.m.**

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The following members were present and participated remotely; all votes were by Roll Call: Aida. Gennis, Chair; Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell, Library Director Sandy Raymond. Guests: Cori McGrath, Tucker Library Interiors; Pam McCuen, WFPL Youth Services

The following members were absent: Trustee Maureen White

1. Public Comment: Win Treese, Library Trustee Candidate, introduced himself.
2. Review and approval of February 17, 2021, March 17, 2021, meeting minutes.

J.Dion moved to approve the February 17, 2021, and March 17, 2021, minutes as amended. S. Hubbell seconded. Vote: 5-0 to approve both sets of minutes as amended.

3. Monthly Reports: Financial/Statistical Reports, Director's Report. S. Raymond noted that they are working to spend the training and education budget, but it has been difficult this year due to Covid-19. S. Raymond noted that this past month circulation was more than 20,000 physical items, marking the 7th best month for circulation in the past three years. Curbside numbers increased for March. April 26 will mark the beginning of the new phone installation. The Library will be closed to the public while the work is completed inside the building, however, curbside and outdoor popups will continue. S. Hubbell asked why Wayland Reads participation seems so low. S. Raymond thinks Zoom fatigue has set in, and perhaps the format – a book group discussion – was not ideal. A. Gennis added that all the events were during the day and several patrons noted the time was not conducive for their schedule.

4. Discuss, vote the question of accepting the Wayland Garden Club statue for the Friends' garden. A. Gennis provided an updated image of the statue to Trustees in advance of the meeting. S. Hubbell said she's meeting with S. Raymond and the Garden Club today, the statue will be placed under the tree immediately to the left of the entrance to the parking lot. DPW will pour a concrete footing for the statue. S. Hubbell said the Library would not incur any costs for installation of the statue, and there may be an unveiling of the statue in June. The funds for the statue were provided Pat Jones's family through the Wayland Garden Club. L. Hart made a motion to accept the statue donated the WFPL by the Wayland Garden Club. C. Conery seconded. Vote: 5-0

5. Discuss, vote the question of changing the Library calendar entry of Columbus Day to Indigenous Peoples Day. S. Hubbell says the School Committee voted to change the name of the holiday without consulting with the Board of Selectmen, and didn't know that we needed to seek approval from the Board of Selectmen in order make the change for the Library. A. Gennis thought Trustees should wait to hear back from the Board of Selectmen since we have reached out. C. Conery thought it was unlikely the Board of

Selectmen would not allow the name change to Indigenous Peoples Day and so Trustees should move forward with the vote. A. Gennis did not want to vote until we hear back from the Board of Selectmen and will put the vote on next month's agenda.

6. Discuss, vote the question of purchasing mobile shelving to replace freestanding shelving for the Children's Room using in part Trustee funds. Guests Cori McGrath, Tucker Library Interiors; Pam McCuen, WFPL Youth Services joined the discussion. C. McGrath and P. McCuen discussed how having mobile shelving in the Children's Room will allow for greater flexibility in room layout and would allow for the shelves to easily move to a new library space in the future. C. Conery asked if Library Staff would be able to move the shelving, or if they would need to call facilities, if the shelves would fit in the Library elevator, and what scenarios P. McCuen envisioned the shelves would be moved. S. Raymond noted that the staff would be able to move the shelves. P. McCuen said Layout C would allow for a nice story time area by the windows, clear sightlines to the play area from the circulation desk, and that having mobile units would allow staff to make more room for movement classes, author visits and other children's programs. J. Dion voiced concerns about the future usability of units that are three shelves long as outlined in Layout A, but P. McCuen and S. Raymond said they are favoring Layout C. J. Dion was also concerned there would not be enough space in front of the circulation desk in Layout C. The team agreed, this may be an issue, but one that could be tweaked and solved. J. Dion and A. Gennis asked if it makes sense to purchase more single units to provide greater flexibility. The group discussed details of the quote provided by Tucker Library Interiors.

Next steps: C. McGrath to meet with S. Raymond and P. McCuen again to take some measurement and tweak Layout C to perhaps add in some single units. A. Gennis suggested Trustees consider voting on a budget ceiling of \$62,000 to allow the team to lock in pricing and determine the best mix of single and double units.

J. Dion asked about the Mind in the Making Grant for the Children's Room. S. Raymond will invite P. McCuen back to the next meeting to provide an update.

A. Gennis asked for Trustees thoughts on the shelving. L. Hart, C. Conery, J. Dion and S. Hubbell all voiced support of approving funds today to allow P. McCuen to move forward with purchasing shelving units that will best work for the long term needs of the Children's Room. S. Hubbell said she would look into seeing if the Friend's of the Wayland Public Library could contribute up to \$5,000 to this project.

S. Hubbell made a motion to vote to approve spending up to \$62,000 to purchase mobile shelving for the Children's Room from Tucker Library Interiors, with \$15,000 coming from the Library's supplies, equipment, and small equipment budgets, and up to \$47,000 from the following funds: up to \$6,243.90 from Draper Fund, up to \$15,499.45 State Aid and up to \$25,256.65 from Library Gifts. Seconded by J. Dion. Vote 5:0 to approve funds.

7. Library response to Covid-19 including updates on: Gov. Baker's Reopening MA status, library services, staffing, programming, public browsing and computer use, curbside pickup, MBLC guidance on reopening. Passed over, will be discussed at next meeting.

8. Review FY2021 Action Plan progress, possible Strategic Plan modifications, going forward, due to Covid-19. Passed over, will be discussed at next meeting.

9. Trustee reports and concerns: A. Gennis reminded Trustees to email completed Library Director reviews to Kathleen Buckley by 12:30 p.m. on Friday, April 23. A. Gennis asked Trustees to support CPC Funds at Town Meeting, \$16,820.

10. Topics not anticipated by chair 48 hrs in advance of meeting: none.

11. Adjourn: L. Hart made a motion to adjourn, S. Hubbell seconded. 5:0 vote to adjourn.
List of emails and documents for meeting follows.

Next Meeting:

Wednesday, May 26, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

20210421 BoLT agenda.pdf

20210421 dr.pdf

DRAFT Phase 4 Expanding Access Plan (1).docx

Summary Reports for Trustees as of 20210414.pdf

Summary of Reports Other for Trustees as of 20210414.pdf

Self- Evaluation 20210628.docx

Non-Union Dept Head-Mgr 1 yr blank.docx

Director Job Description.pdf

Strategic Plan FY21-FY25.pdf

Frequently asked questions about evaluations.docx

Annual Report FY20.pdf

CPA - Press Release -April 2021

Wayland Childrens layout A.pdf

Wayland Childrens layout B.pdf

Wayland Childrens layout C.pdf

Wayland Childrens layout existing.pdf

Option A 4-5-21.pdf

Quote option B 4-5-21.pdf

Quote option C 4-5-21.pdf

FY2021 Action Plan w accomplishments.docx

IMG_1186.JPG

IMG_1183.JPG

IMG_1181.JPG

IMG_8034.JPG

02.17.21 BoLT Mins – DRAFT to Trustees.docx

03.17.21 BoLT Mins – DRAFT to Trustees.docx

Email from SR 03/17/21, Fwd: [waystaff] Archives trivia of the day

Email from SR 03/19/2021, Wayland Reads!

Email from SR 03/22/2021, Another satisfied customer!

Email from AG 03/24/2021, WFPL - paper copy of the Library Space Planning doc? - asap

Email from SR 03/26/2021, Library Director, self-evaluation

Email from SR 03/26/2021, Wow, such a busy week!

Email from SR 03/26/2021, ps appts data

Email from AG 04/01/2021, WFPL - Director Evaluation - reminder

Email from SR 04/08/2021, 20210408 Director's update

Email from AG 04/09/2021, WFPL - CPC article for preservation of historic documents

Email from AG 04/13/2021, Fwd: Free April Webinars: Pandemic Safety in Cultural Institutions

Email from SR 04/15/2021, 20210421 BoLT agenda and supporting documentation

Email from CC 04/19/21, Feb and March Minutes for Review

Email from SR 04/20/2021, 20210421 Director's Report and DRAFT WFPL Phase 4: Library expansion

Email from AG 04/20/2021, WFPL - minutes 03.17.2021

Email from SH 04/20/2021, Fwd: Statue for Wayland Library

Email from AG 04/21/2021, WFPL - image of completed statue

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of May 26, 2021
Council on Aging, Wayland Town Building, 9:00 a.m.**

***** In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. *****

The following members were present and participated remotely; all votes were by Roll Call:
Aida. Gennis, Chair; Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, Library Director
Sandy Raymond. Guest: M.J. Wright

1. Public Comment: A. Gennis and all Trustees offered a welcome and congratulations to newly elected Library Trustee, Win Treese. A. Gennis thanked S. Raymond for having Library info included in town flyer sent out with taxes. All invited to unveiling of the statue of a young girl donated by the Wayland Garden Club that will be installed in the Friends' Garden outside of the Library on Friday, June 4 at 3 p.m.
2. Review and approval of April 21, 2021, meeting minutes. L. Hart moved to approve the April 21, 2021, minutes as amended. J. Dion seconded. Vote: 5-0 with one abstention.
3. Monthly Reports: Financial/Statistical Reports, Director's Report. S. Raymond noted that circulation numbers have historically been compared to the same month of the previous year. However, April 2020, had no circulation due to Covid closing. A. Gennis gave overview of reports to Trustees and asked if they would like any other data points tracked. Estimate for new shelving in Children's Room has come in under budget by about \$15,000; meaning \$34,378.35 will come from Trustee funds to cover the costs with the remainder coming from the Library budget. Overall Library budget is on track. L. Hart asked for update on new phone installation. S. Raymond reported that the project is not yet completed, but that browsing hours have resumed and the project is not impacting the function of the Library. A. Gennis asked about new hire. S. Raymond noted that she is very excited to have an employee working with Pam in the Children's Room. S. Raymond still looking to fill a 25 hr week opening in youth services; also down a handful of subs across the Library. Town has asked S. Raymond for staffing needs, so that the town can help fill openings. A. Gennis thanked S. Raymond for continuing to track how many people are visiting the Library in person each year and for providing additional information on Mind in the Making Grant and Wayland Reads. A. Gennis asked if parking in upper parking lot continues to be taken up by residents using the Rail Trail. S. Raymond reported that yes, the parking lot is filled with those using the Rail Trail, which will become an issue when the Library opens. J. Dion noted that we can't really tell people they can't park in the Library lot when the building is not open. C. Conery asked if parking spots for staff could be marked by DPW.
4. Annual performance evaluation of Director Sandy Raymond, discuss, vote the question of approval. Item passed over because former Library Trustee, Maureen White, who was authorized by the Board of Trustees to issue the review, was unable to attend meeting.

5. Discuss, vote the question of changing the Library calendar entry to "Indigenous Peoples Day" from "Columbus Day." S. Hubbell did not have any further information from the Board of Selectmen. Trustees will discuss again at a future meeting.

6. Library response to Covid-19 including updates on: Gov. Baker's Phase 4 Reopening MA status, library services, staffing, programming, public browsing and computer use, curbside pickup, MBLC guidance on reopening, ventilation of building. Library Reopening update: Phase 4b, expanding access Plan, vote the question of approval.

S. Raymond spoke to Town Administrator and Board of Health and Facilities regarding reopening plans for the Library. As of May 29, 2021 most restrictions will be lifted by the Governor including capacity limits, and those who are vaccinated will no longer be mandated to wear a mask. Governor Baker's State of Emergency will expire on June 15, 2021.

S. Raymond would like to move to Phase 4 on May 29, but would like to continue to require patrons to wear masks. S. Raymond discussed plans for a gradual opening of the library that would include eliminating the need for appointments for in person browsing, but would require appointments for computer use, among other changes including, but not limited to:

- No appointments to browse as of June 1
- Time in building will be limited to 45 min
- Masks for everyone over the age of 2
- No more capacity signage
- No directional signage
- No longer doing contact tracing after June 15
- Computer usage limited to 45 min
- Plexiglass will remain at customer facing points
- Soft furnishing will remain unused
- No quarantining of materials
- Patrons may reshelve their own materials
- Cleaning log will cease use after June 15
- Restrooms will reopen to patrons
- Children's Room open to fully capacity by July 1

S. Raymond reported all Library staff has been vaccinated, but noted patrons ages 0-12 have not been vaccinated, and so she is trying to get plexiglass for Children's Room. S. Raymond suggested having one group of up to 5 people at a time use the Children's Room by appointment only. The lower level has not yet been approved for reopening to the public by the Health & Facilities Departments, and so remains closed.

J. Dion expressed support for opening Library fully as soon as possible. C. Conery voiced support to open the Children's Room fully as soon as possible. L. Hart would like to know more about the ventilation system at the Library. A. Gennis asked about capacity limits at Library. S. Raymond says she and her staff are not concerned about capacity. S. Raymond noted that the only areas that will remain closed to patrons will be the east mezzanine and the area between the circulation desk and the "A" section of fiction.

C. Conery made a motion to approve the reopening of the WFPL in accordance with the State of Massachusetts reopening timelines and the health guidance from both State and Town officials and at the discretion of the Library Director. S. Hubbell seconded. Vote: 6:0

7. Review FY2021 Action Plan progress, possible Strategic Plan modifications, going forward, due to COVID. Passed over.

8. ATM 21 article 20, library materials, conservation and digitization, discuss possible updated information, vote the question of approval of scope, timing, or funds change, if needed. M.J Wright joined meeting and reported that because the project is for more than \$10,000 it must go out for bids from multiple vendors. Wright would like to separate the project into four small projects to avoid having to have the job go out to multiple vendors for bid. A. Gennis noted that S. Raymond and M.J. Wright need to seek guidance from John Bugbee, Assistant Town Administrator. W. Treese noted that the project is outlined as four smaller projects.

9. Election of Board Officers: A. Gennis noted that she has served as Chair for several terms and would encourage others to consider leading the Board. J. Dion asked if A. Gennis would be willing to continue to serve as Chair if nominated and elected. S. Hubbell noted that she is not willing to serve as Chair, but voiced support for the Vice Chair to serve as a Chair in training. L. Hart noted that she is willing to continue to serve as Vice Chair but is not willing to serve as Chair in the future. C. Conery volunteered to serve as Secretary.

With the passage of the Select-board - Town Manager Special Act at Annual Town Meeting, it may be time to revisit and possibly update Trustees' Bylaws. A. Gennis suggested waiting until the Board of Selectmen revisit their Governance Guidelines and until the SB-TM Special Act is approved by the MA Legislature for such a review.

L. Hart made a motion to nominate C. Conery as Secretary and S. Hubbell seconded. Vote: 6:0

L. Hart made a motion to nominate A. Gennis as Chair and S. Hubbell seconded. Vote: 6:

A. Gennis made a motion to nominate L. Hart as Vice Chair and C. Conery seconded. Vote 6:0

10. Trustees reports and concerns including: ATM 21 results, Annual Report. A. Gennis thanked S. Hubbell for attending ATM and reported that the Town Manager Act passed, as did the request for CPC funds for archiving materials at the Library. A. Gennis and S. Raymond have received word that the Annual Report will need to be submitted in September. S. Raymond and her staff will provide Trustees with draft of report for review on timeline that will allow for the report to be submitted by the September deadline. A. Gennis noted that Trustees should think about communicating with other Boards for them to be aware of library news and initiatives, will discuss further at a future meeting. J. Dion asked if we could get funding from CPA for repair and upkeep of the Library building, including landscaping. C. Conery asked about meeting in person, and if current meeting schedule works for new Trustee Win Treese. W. Treese noted that the schedule works for him. A. Gennis noted that we are awaiting word from the Mass. Legislature for continued remote meetings, or a return to in person meetings.

11. Topics not anticipated by chair 48 hrs in advance of meeting: none.

12. Adjourn: C. Conery made a motion to adjourn, W. Treese seconded. 6:0 vote to adjourn.

List of emails and documents for meeting follows.

Next Meeting:

Wednesday, June 16, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

20210526 BoLT agenda.pdf

20210526 dr.pdf
DRAFT Phase 4a Expanding Access Plan.docx
DRAFT Phase 4b Expanding Access Plan.docx
Strategic Plan FINAL_Updated 20191212.pdf
FY2021 Action Plan w accomplishments
Children room shelving quote option C updated 4-30-21.pdf
NEDCC Quote for WPL Conservation.pdf
Wayland Reads 2021 Summary Final.pdf
Mind In The Making Grant Update For Trustees
Scope of the Wayland Library Conservation Project Revised
Trustees Circ Stats FY21
WFPL Board of Library Trustees bylaws 03.21.07
governance_guidelines BoS 05.14.19.pdf
Summary Reports for Trustees as of 20210521.pdf
Summary Reports Other for Trustees as of 20210521.pdf
04.21.21 BoLT Mins – DRAFT to Trustees.docx

Email from AG 04/27/2121, WFPL - invoice signing - schedule
Email from SR 05/04/2021, 20210504 Director's update
Email from SR 05/07/2021, 20210507 Director's update
Email from SR 05/10/2021, Library Director vacation
Email from SR 05/13/2021, 20210513 Director's update
Email from SR 05/213/2021, Fwd: Goodnow Library Announces Expanded Hours, Services Starting June
1
Email from SRH 05/21/2021, April 2021 Circulation Stats FY21
Email from AG 05/21/2021, WFPL – trustee meeting Wed. May 26 @ 9 a.m.
Email from EB 05/24/2021, Library Budget Reports
Email from AG 05/25/2021, WFPL - quorum check Wednesday May 26 @ 9 am
Email from AG 05/25/2021, Fwd: Goodnow Library goodNEWSLETTER
Email from SR 05/25/2021, 20210526 BoLT Agenda

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of June 16, 2021
Council on Aging, Wayland Town Building, 9:00 a.m.**

***** In Compliance with the revised Open Meeting Law requirements, the meeting was hosted in a hybrid manner with members in person at the Council on Aging and by Zoom, and in-person attendance of the public was permitted. The meeting was also live Streamed on Zoom and, in some instances, on WayCAM. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was also available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. *****

The following members were present and participated in person; Aida Gennis, Chair, Judy Dion, Leah Hart, Win Treese, and Library Director Sandy Raymond. The following Trustees participated remotely via Zoom: Courtney Conery and Sarah Hubbell. All votes were by Roll Call. Guest: Maureen White, Former Library Trustee

1. Public Comment: A. Gennis reported a successful unveiling on June 4, 2021, of a statue of a young girl donated by the Wayland Garden Club that was installed in the Friends' Garden outside of the Library.
 2. Review and approval of minutes. L. Hart moved to approve the May 26, 2021, minutes. W. Treese seconded. Vote 6:0.
 3. Monthly Reports: Financial/Statistical Reports, Director's Report. A. Gennis asked if the books and materials budget will be completely spent before the end of the fiscal year. S. Raymond says her staff is working on it. J. Dion suggested purchasing more items for the 'Library of Things' such as an infrared camera. A. Gennis and C. Conery suggested building out the Spanish language library for the Children's Room. L. Hart suggested purchasing books and materials in other languages as well. A. Gennis noted that S. Raymond may reallocate funds towards the costs of mobile shelving or other needs if there are monies left in the budget. Circulation report showed strong interest in checking out physical materials. Wednesday popups have stopped now that the public is welcome back to the building. Curbside numbers are dropping; but it remains a popular service that S. Raymond sees continuing for the foreseeable future. J. Dion asked how the library parking is going now that the Library is open. S. Raymond says parking is tight and the upper lot is monopolized by Rail Trail users. J. Dion suggested asking the Town to post parking time limits to discourage commuters from parking at the Library all day. A. Gennis asked S. Raymond to invite the Town Administrator and/or Facilities Management to our next meeting to discuss the parking issue, among other things.
 4. Annual performance evaluation of Director Sandy Raymond and goals discussion. Trustees agreed to have former Trustee Maureen White oversee S. Raymond's performance evaluation. M. White felt it was important for the Trustees to develop goals for the Library Director that can be included in the final review. Trustees discussed a list of goals extracted from the current review based on Trustee feedback and found three themes: Communication with Trustees, Staff, and Town Officials, Training and Planning.
- Moving forward S. Raymond will not provide weekly updates, but instead will provide the monthly update to Trustees with one additional mid-monthly email update between Trustee meetings. The monthly Director's Report will include high level overview on Library trends, long term plans and projects.

Trustees discussed two goals for S. Raymond including increased communication between Library Director and Town Officials and working to better allocate Library Staff including additional training where appropriate. M. White will draft these two goals and work with A. Gennis to finalize goals and executive summary. The final review will be presented at the next Trustee meeting.

5. Discuss, vote the question of changing the Library calendar entry to "Indigenous Peoples Day" from "Columbus Day." Passed over.

6. Vote the question of payment: ESL trainer \$600.00 (Invoice no. 2021-1) L. Hart made a motion to approve payment of \$600.00 (\$300.00 payable to Virginia G. Steel, \$300.00 payable to Jane Albert). W. Treese seconded. Vote: 6:0.

7. Review FY2021 Action Plan progress, possible Strategic Plan modifications, going forward, due to COVID. Passed over. Passed over

8. Library Reopening update including: end of State of Emergency, library services, staffing, programming, public browsing and computer use, curbside pickup. S. Raymond reported the Library is now open to the public select hours and will resume normal business hours by July 1. Plexiglass has been installed throughout the Library at public and staff contact points. The Town is no longer requiring those who are vaccinated to wear masks; however Library Staff is encouraging masks. The Children's Room and Raytheon Room remain closed until the Town Administrator approves the opening of the lower level. A. Gennis asked S. Raymond to check on ventilation and air quality in the Raytheon Room. Facilities tested the air quality in the Children's Room and it passed. Capacity is for 25 patrons, staff and patrons are to be masked. L. Hart asked if other libraries are asking children to wear masks. S. Raymond noted different libraries are taking different approaches. A. Gennis suggested the following signage: "Out of consideration for our patrons 12 and under, please wear a mask." S. Raymond agreed to post such or similar signage.

9. Waving fines. Passed over

10. Trustees reports and concerns: A. Gennis received a letter asking if the Library could serve as a cooling station moving forward. J. Dion would like to discuss long term landscaping plans for the Library at the next meeting.

11. Topics not anticipated by chair 48 hrs in advance of meeting: none.

12. Adjourn: L. Hart made a motion to adjourn, C. Conery seconded. 6:0 vote to adjourn.

List of emails and documents for meeting follows.

Next Meeting:

Wednesday, July 21, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

20210616 BoLT agenda.pdf

20210616 dr.pdf

Self-Evaluation 2021 (HR version).docx

Self-Evaluation 20210628.docx
Performance evaluation 2020.pdf
Indigenous Peoples' Day.pdf
Strategic Plan FINAL_Updated 20191212.pdf
FY2021 Action Plan w accomplishments.docx
FY2022 Action Plan.docx
Trustees Circ Stats FY21
Summary Reports for Trustees as of 20210610.pdf
eUpdate - _implications_of_termination_of_state_of_emergency.PDF
Bill WPL 2021-1 split
05.26.21 BoLT Mins - DRAFT for Review

Email from SR 05/26/21, TENTATIVE shelving delivery date: August 31, 2021
Email from EB, 06/14/21, Library Budget Reports
Email from SR, 06/15/21, 0210616 BoLT Agenda -- REVISED
Email from SR, 06/15/21, Re: 20210616 BoLT Agenda -- REVISED
Email from SRH, 06/15/21, May 2021 Circ Stats
Email from SR, 06/15/21, 20210616 BoLT supporting documentation
Email from AG, 06/15/21, Fwd: Ending of State of Emergency and Implications for Boards/Committee Meetings
Email from SR, 06/15/21, Re: Ending of State of Emergency and Implications for Boards/Committee Meetings
Email from AG, 06/15/21, WFPL - invoice for discussion at 6.16.21 Trustee meeting
Email from SR, 06/15/21, Re: WFPL - invoice for discussion at 6.16.21 Trustee meeting
Email from CC, 06/15/21, May Minutes for Review

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of July 21, 2021
Council on Aging, Wayland Town Building
41 Cochituate Road, Wayland, MA**

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted in person, in accordance with applicable law, at the Council on Aging Room. In person attendance of the public body and of members of the public was permitted. The meeting was broadcast live, in real time, on WayCAM. Additionally, all in attendance were to adhere to the MA Department of Public Health's May 29 Mask Advisory that advises all unvaccinated attendees to continue to wear masks in indoor settings and if attendees cannot socially distance themselves.

The following members were present and participated in person: Aida Gennis, Chair, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond. Guest: Louise Miller, Town Administrator.

Absent: Trustee Courtney Conery.

1. Public Comment: A.A. Gennis noted when all Trustees attend in person, public must be present to comment. Members of the public may submit to the Board comments to be read/ entered into the record.

2. Library Reopening update including: end of State of Emergency, library services, staffing, programming, public browsing and computer use, curbside pickup, including conversation with Louise Miller, Town Administrator re: parking, grounds maintenance and longer-term landscaping. S. Raymond reported 300 patrons in the building on Monday (50% from pre-pandemic July 2019). The vast majority enter masked, as requested by a sign on the library entrance door. Circulation steady, only 12 curbside pickups yesterday from 10 a.m.-2 p.m. Many children attended weekly outdoor Scavenger hunts and story times offered by the Children's Room. No capacity limit in the Children's Room. Patrons are seen at the carrels, other seating for lengths of time. Plexiglass at patron-staff contact points remains. Louise Miller, TA joined the meeting, reported in fall of 2020, an engineer hired by the Town evaluated all Town buildings, including the Library's HVAC system. Library filters were upgraded. Air exchanges evaluated for appropriateness for the upper and lower levels. Maintenance will include more frequent replacement of air filters.

Trustees inquired about air exchanges in the Children's Room and Raytheon Rooms in particular. L. Hart noted the MBLC recommends specific filters. L. Miller stated the Department of Elementary and Secondary Education (DESE) standards are used, the Children's Room tested within these. L. Miller stated the capacity of 50 persons for the Raytheon Room was a pre-pandemic capacity, at present DESE standards are for 3-feet between persons in the Raytheon Room.

Discussion of parking in the library lots: Trustees expressed concern that library lots have commuters and Rail Trail users, leaving patrons and staff with less access. A.A. Gennis reminded Trustees and L. Miller that the MBLC notes 50%+ of a public library's activity is programs. The Library has 47 spaces in the two lots, spaces must be available for program participants and for those browsing/working/doing other activities. Discussion included signage for staff parking/timed visits, tandem parking spaces for staff, re-striping the parking lines, usage of area behind Freight House, and more.

J. Dion suggested reconsidering landscape plantings. Discussion included possible demonstration pollinator garden, example of Southborough's library's garden, among other things. J. Dion will explore further. Request for Quotes for the planned work capital projects and deferred maintenance identified in the capital budget will go forward. Trustee A.A. Gennis noted that Library has working group members ready: J. Dion, A.A. Gennis, S. Raymond and a staff member.

3. Review and approval of minutes. Minutes of July 16, 2021: motion by J.Dion to approve minutes with edits accepted, 2nd by S. Hubbell, vote to approve, 5-0.
Minutes of November 18, 2020: motion by L. Hart for 3 edits, "October 2, 2020" to "October 21, 2020", L. Hart's name in paragraphs #7, #11, from "Heart" to "Hart." Second, J.Dion. Vote to approve, 5-0.
4. Monthly Reports: Financial/Statistical Reports, Director's Report.
Funds: A.A. Gennis noted the Commission of Trust Funds' annual letter stating what Trustees may spend in FY22 has not arrived. W.Treese asked for the Library's final report for end of the fiscal year..
Building: A.A. Gennis asked if ceiling tile failure in Apse, was for failure of rubber roof. S.Raymond stated the roof drainage pipe clogged and is on a schedule for cleaning.
Furnishings: One leg on a curved sofa in the Round Room failed. An estimate for repair from a carpenter will be sought. S.Raymond suggests 4 new chairs to replace the current 4 red mohair chairs in the Apse. A.A. Gennis will contact architect & interior designer who assisted with earlier furniture selections.
5. Discuss, vote question of approval for contract with Minuteman Library Network for library operations. MLN contract now includes Overdrive operations for digital content, one vote for both operations. Minuteman costs of \$35,273 for membership, \$1,320 for telecommunications fall under the Contracts line in the Library Budget. Overdrive costs, \$16, 378, fall under the Books & Materials line. Motion by W. Treese, approve the MLN contract with costs as listed. Second by S.Hubbell. Vote to approve, 5-0.
6. Discuss, vote the question of payment of 6 recent invoices which exceeded the FY2021 purchase order. Discussion, invoices exceeded the purchase order for FY2021 and importance to provide current selections. Invoices from Ingram Library Services: #61927183 dated June 29, 2021, \$220.49; #61927683 dated June 30, 2021, \$29.25; #61927938 dated June 30, 2021, \$126.15; #61928095 dated June 30, 2021, \$111.11; #61928232 dated June 30, 2021, \$913.53; #61928315 dated June 30, 2021, \$794.64. Motion by S. Hubbell, pay invoices from State Aid. Second by L. Hart. Vote to approve, 5-0.
7. Discuss, vote the question of changing the Library calendar entry from "Columbus Day" to "Indigenous People's Day." Discussed at an earlier meeting, change will provide a welcome environment to all, improve social justice awareness, recognition of history. Trustees learned the State recognizes "Columbus Day" as the official day, and the library is able to make the name change on its calendar and programming. Motion by S. Hubbell to adopt the name of "Indigenous People's Day" instead of "Columbus Day" for the Library's calendar and programming. Second, W. Treese. Vote to approve, 5-0.
8. Annual performance evaluation of Director S. Raymond, goals discussion. Passed over until August.
9. Review FY2021 Action Plan progress, possible Strategic Plan modifications going forward due to COVID lessons learned.
Trustees commented much accomplished in this report period. L. Hart stated to document the many accomplishments, the report can benefit with dates in Timeframe column and details of accomplishments in Actions column. A.A. Gennis asked that trainings/professional development taken be listed. L. Hart inquired if Assistant Director and Director have professional development opportunities. W.Treese asked that Action Plan reports during COVID be more detailed, set apart for lessons learned during this time and for future reference. Trustees discussed, were approving of these comments. S.Raymond will elaborate and submit to Trustees.
10. History of the Library Project: M.J. Wright, Reference Librarian, proposes a collaboration with the Brandeis History Department for a student research project to document the history of the Wayland Free Public Library from 1848-present. Research would involve well-kept handwritten Trustee Minutes from 1870-1945, as well as other library documents. It is envisioned the result of this research will become a

book/e-book with additional content from Town newspapers, other Town records. Trustees welcomed and heartily applauded M.J. Wright's initiative and interest in highlighting the history of the WFPL. Trustees further encourage highlighting the contents of the local history documents in exhibits / programs.

11. Trustees reports and concerns:

Now retired Trustee Maureen White was unable to attend today's meeting and was given a heartfelt and rousing thank-you from the Board for her service, wit, perspective and insight.

12. Topics not anticipated by chair 48 hours in advance of meeting: none

13. Adjourn: J.Dion made a motion to adjourn, W.Treease seconded. 5:0 vote to adjourn.

List of emails and documents for meeting follows.

Next Meeting:

Wednesday, August 18, 2021, 9:00 a.m.

Respectfully submitted by Aida Gennis

Documents for the Meeting:

20210721 BoLT agenda.pdf

Appointments by Week.pdf

People Counter.pdf

eUpdate Implications of the Pending Termination of the State of Emergency June 7 2021.pdf

Current Fine Free Libraries in Minutemen July 1 2021.pdf

Trustee Circ Stats FY21.xlsx June

Summary Reports for Trustees

Summary Reports Other for Trustees

20210721 BoLT Agenda.pdf

20210721 BoLTdr.pdf

Contract.pdf

Indigenous People Day.pdf

Proposed Library Project for Brandeis Student.docx

20201118_bolt_mins.pdf

061621 BoLT mins.docx

ESOL Account question let.docx

Ingram Invoice #61928232, #61927183, #61927683, #61928095, #61927938, #61928315

Email from SR,6/17/21 Wonderful News!

Email from SR, 6/25/21 Director's Update

Email from AG, 6/29/21 Urgent: Cooling Stations Available

Email from SR, 7/02/21 MLN Fine Free Libraries

Email from SR, 7/06/21 Director's Update

Email from SR, 7/09/21 Director's Update

Email from LH, 7/09/21 Director's Update

Email from AG, 7/12/21 WFPL- Trustee meeting attendance – July 21

Email from SH, 7/14/21 Trustee Circ Stats

Email from EB, 7/15/21 Library Budget Reports

Email from SR, 7/15/21 BoLT Agenda and supporting documentation

Email from AG, 7/19/21 WFPL – Nov 18 2020 minutes

Email from SR, 7/20/21 More Reasons to Support Public Library

Email from Virginia Steele, 7/20/21 ESOL account request

Email from CC, 7/20/21 June BoLT Mins for review

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of August 18, 2021
Council on Aging, Wayland Town Building
41 Cochituate Road, Wayland, MA**

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted via Zoom, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting.

The following members were present and participated remotely: Aida Gennis, Chair, Courtney Conery, Judy Dion (arrived at 9:39 a.m.), Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond.

1. Public Comment: None
2. Review and approval of Meeting Minutes, possibly including, but not limited to July 21, 2021. S. Raymond asked to have "statues" deleted from item two, as they were not discussed. Motion by L. Hart to approve the minutes as amended. W. Treese seconded. Vote: 5:0 in favor.
3. Monthly Reports: Financial/Statistical Reports, Director's Report. A. Gennis noted header on circulation statistics can be updated to FY22, from FY2021. S. Raymond will continue curbside pickup service in spite of a decrease in current use. S. Raymond will check on status of CARES Act funds for the library. A. Gennis has requested the annual letter from the Commissioners of Trust Funds with amounts the Library can access in FY22. S. Raymond reported it may be necessary to propose a revision of open hours due to staffing losses during Covid. Under consideration may be closing on Sundays, a weekday evening, perhaps closing the Children's Room earlier in the evening. S. Raymond has requested job postings for the open positions.
4. Annual performance evaluation of Director Sandy Raymond and goals discussion. At the start of the agenda item, A. Gennis emailed to Trustees and the Director the composite summary, compiled by the Town Human Resources Manager, and the performance evaluation goals, compiled by Trustees, for review. S. Raymond received these the prior week. A. Gennis commended and thanked Director Raymond for her work over the past year, listing several examples of leadership and collaboration as she led Library staff and patrons through a challenging year dealing with Covid-19. S. Raymond stated dissatisfaction with the review. Discussion followed about goal setting, the evaluation metrics and criteria, process and possible changes. A. Gennis suggested Trustees reach out to the Town's HR Manager, Kathleen Buckley, and/or S. Raymond directly with any further thoughts.
5. Annual Report FY21, discuss, possible vote to approve. Will be reviewed at September's meeting. Trustees to send suggestions for draft to S. Raymond.
6. Library Reopening update, including; end of State of Emergency, library services, staffing, programming, public browsing and computer use, curbside pickup, update on CDC guidance for masking. S. Raymond reported patrons are wearing masks, she may purchase additional outdoor benches/ picnic tables for patrons to safely gather, she is still working with the Town to determine status of the Library's HVAC system/air quality. S. Hubbell added, attendance numbers at outdoor programs is exciting. A. Gennis reminded, the Town offered picnic tables and asked if that offer is still available.

7. Library fines, discuss possible elimination considering, among other things, Minuteman Library Network members response during COVID, possible vote to eliminate library fines. Trustees' discussion included purpose of fines, fines as barriers to use of the library, equity and social justice concerns, as well as concern for the timely return of high value items (e.g. hotspots, the telescope). S. Raymond suggested keeping fines on Library of Things items while eliminating fines for materials. Motion by W. Treese to eliminate fines for all loaned WFPL materials, except Library of Things items, while continuing the current policy charging for costs of lost or damaged items. S. Hubbell seconded. Vote: 6:0 in favor.
8. ESL request for funding. Discuss, possible vote to approve. S. Hubbell reported ESL instructors are not asking for an increase in funding, but that the Library purchase ESL materials for all patrons to use on loan. S. Raymond can purchase materials through the existing budget. S. Hubbell noted that the Friends would increase funding to ESL instructors to help offset out of pocket costs.
9. Trustees reports and concerns. A. Gennis reported Wayland Garden Club's annual membership publication features a photo of the statue of the little girl in the Friends' garden; the Sudbury, Assabet, and Concord Wild and Scenic River Stewardship Council announced community grants for FY22 to support projects to protect/enhance these rivers, those interested can find info at: <http://www.sudbury-assabet-concord.org> J. Dion updated on the Wayfinding signage design for the Wayland Rt. 20 corridor, two final designs were/are to be presented to the public, she is unclear of the current status. L. Hart volunteered to ask DPW to post a generic sign for the Library in the interim.
10. Topics not anticipated by chair 48 hours in advance of meeting: none
11. Adjourn: C. Conery made a motion to adjourn, S. Hubbell seconded. 6:0 vote to adjourn.

List of emails and documents for the meeting follows.

Next Meeting:

Thursday, September 23, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

20210818 BoLT Agenda

07.21.21 BoLT Minutes

Invoice #61928232, #61927183, #61927683, #61928095, #61927938, #61928315

FY21 Final Budget Report

1870 - 1945 Wayland Library Trustee Records for BPL

Trustees Circ Stats FY22[1]

Summary Reports for Trustees as of 20210812

Performance Evaluation 2020

FY2021 Annual Report DRAFT

Composite Summary Library Director Board Review 6_28_21

WFPL BoLT Performance Evaluation Goals 21-22 SR 06.16.2021

Email from SR, 7/21/21, 20210721 BoLT follow-up documentation

Email from SH, 7/21/21, Re: 20210721 BoLT follow-up documentation

Email from SR, 7/30/21, 20210730 Directors' Update

Email from SR. 8/2/21, Director's Update: This Just In Edition

Email from SR, 8/2/21, 20210818 BoLT meeting
Email from LH, 8/2/21, Re: 20210818 BoLT meeting
Email from SRH, 8/5/21, July 2021 Circ Stats, FY22
Email from AG, 8/11/21, WFPL — masks in Town of Wayland buildings & preference for attending
Email from SR, 8/16/21, 20210818 BoLT Agenda
Email from AG, 8/16/21, WFPL -draft minutes 07.21.21 for Trustee meeting 08.18.21
Email from EB, 8/17/21, Library Budget Reports
Email from AG, 8/17/21, WFPL -- Zoom invitation sent by IT for Wed. Aug. 18 meeting at 9 a.m.
Email from EB, 8/17/21, Re: Library Budget Reports
Email from SR, 8/17/21, Re: 20210818 BoLT meeting supporting documentation
Email from AG, 8/18/21, WFPL - composite summary, goals

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of September 23, 2021
Council on Aging, Wayland Town Building
41 Cochituate Road, Wayland, MA**

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The following members were present and participated remotely: Aida Gennis, Chair, Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell (left meeting at 10:48), Win Treese, and Library Director Sandy Raymond, Director of Youth Services Pam McCuen and Wayland Human Resources Manager Kathleen Buckley.

Call to order 9:02 a.m.

1. **Public Comment:** None
2. **Review and approval of Meeting Minutes, possibly including, but not limited to August 18, 2021.** S. Hubbell made a motion to approve the August 18, 2021, minutes. W. Treese seconded. 6:0 approved.
3. **Monthly Reports: Financial/Statistical Reports, Director's Report.** S. Raymond reported purchases from the Books and Materials expenditure line have been slow and will improve. Circulation numbers are getting close to pre-pandemic levels, while curbside is down to 300 bags for August from a 2,000 bag peak during the height of the pandemic. DPW has been requested to post signage that The lower parking lot is for Library use only since current signage is not prominent enough for those using the lots. Due to staffing vacancies, the Children's Room is closed at times. To keep the library open regular hours with appropriate staffing, some staff work overtime. W. Treese asked if the expenditure on overtime is roughly equal to what would be spent if the library were fully staffed. S. Raymond confirmed this. On September 14, the Town posted 2-3 part-time, non-union circulation clerk positions and one part-time reference position. S. Raymond emailed an interim report to Trustees on Sept. 2, 2021.
4. **Annual Report FY2022, discuss, possible vote to approve.** A. Gennis asked for the phrase, "By mid-July, *all staff* had returned to the building" be changed to "*most staff*." J. Dion asked if the value of library materials statistic could be included. After discussion, Trustees and S. Raymond decided to add the "return on investment" value statistic to next year's report. S. Hubbell made a motion to approve the report with the edit suggested by A. Gennis. J. Dion seconded. 6:0 vote to approve.
5. **FY22 Capital Improvement Budget, review, possible vote to approve.** Trustees expressed concern that ADA improvements to the entrance and emergency exit doors have not been accomplished, funds were voted at last year's Annual Town Meeting. S. Raymond reported that the Facilities Department communicated these ADA improvements may happen soon. L. Hart expressed concern with the number and cost of projects listed for FY23 since bundling so many capital improvements makes the total budget need larger, and questioned if these projects may be pushed off. A. Gennis asked if S. Raymond could invite Ben Keefe, Public Buildings Director to a future meeting. W. Treese made a mo-

tion to approve the 5 year Capital Improvement excel grid, with edits, by S. Raymond to include already voted funds: \$30,000 for emergency exit door ADA upgrade voted at ATM 2020, \$50,000 in ADA design funds approved at ATM 2020. No vote was taken, as S. Raymond to provide updated/edited grid to Trustees.

6. **Holiday Closings for 2022.** Passed over.

7. **Director's performance evaluation:**

1. Director's response to 2020-21 review
2. Next review period 2021-22, discuss:
 - a. Evaluation tool, criteria
 - b. Process
 - c. Goal setting

Wayland's Human Resources Manager Kathleen Buckley joined the meeting. A. Gennis stated each Trustee received a letter of response from Dir. Raymond; it has been delivered to the Town's Human Resource Manager, K. Buckley. K. Buckley provided an overview of the review process for Non-Union Department Heads. In response to various questions of Trustees, K. Buckley noted that most department heads are union employees and cannot be reviewed publicly; Trustees could work with the Town Administrator to decide if Library Director review should/could be made private; K. Buckley will confirm the same evaluation tool was used by all Trustees; HR pulls together a balanced composite of each review section, the goal is to inspire employees. S. Hubbell expressed frustration at the overall handling of the Director's review, feeling that the process lacked transparency and consistency from year to year. As an example, it does not appear a Trustees' vote is required to approve the evaluation. S. Hubbell suggested future evaluations give greater consideration to stated Director goals.

8. **Holiday Open House, Sunday, December 5, 2021.** Passed over.

9. **Library Reopening update, including: library services, staffing, programming, public browsing and computer use, curbside pickup, update on CDC and Town of Wayland guidance for masking, Children's Room.** With the re-opening of the Children's Room, the building is almost fully open. S. Raymond and Trustees discussed incorporating this topic into the Director's Report or changing focus of this section moving forward.

10. **Pam McCuen Youth Services Director, discussion including: Mind in the Making, LSTA grant update, reopening the Children's Room; current and future programming.** P. McCuen reported that it's great to have the Children's Room back open: programing will continue outside as long as weather permits; programming will move to Zoom when it becomes too cold, children under 12 cannot be vaccinated; Teen activities can resume in person, as teens can be vaccinated. Summer programming was a huge success with many activities and much participation. P. McCuen reviewed the furniture and toys that have been purchased through the Mind in the Making Grant which include twenty Playkits assembled in backpacks and available now with themed contents, each containing: 6-7 books, a toy/s, song sheet, tips for play at home. The new furniture and additional toys bought through the grant will be available to patrons in late fall. A. Gennis asked if Pop-ups will continue and the plan for the amphitheater seating outside the building adjacent to the Children's Room. P. McCuen reported the Town cleaned up the amphitheater area. S. Raymond has reached out to the Community Preservation Committee to see if funds to rebuild the amphitheater area for safe use by the community and for Children's Room programming is feasible. Concerns about mosquitos around amphitheater was discussed. Due to inadequate staffing, Pop-up browsing events in the parking lot are not likely to continue. J. Dion added it would be a good idea to request funds for landscape design to use more native plants and make the Library grounds more accessible. A. Gennis added, Trustees

should discuss long-term considerations for the building as part of a landscaping discussion, it may make more sense to address landscaping after exterior work and upgrades are completed.

11. **Trustees reports and concerns.** J. Dion asked for update on shelving for Children's Room. S. Raymond to get update.
12. **Topics not anticipated by chair 48 hours in advance of meeting: none.**
13. **Adjourn:** W. Treese made a motion to adjourn, L. Hart seconded. 6:0 vote to adjourn. Meeting adjourned at 10:57 a.m.

List of emails and documents for the meeting follows.

Next Meeting:

Wednesday, October 20, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

20210923 BoLT Agenda

08.18.21 BoLT Minutes

In a year of isolation infographic.pdf

Trustees Circ Stats FY22

Summary Reports for Trustees as of 20210914

Summary Reports Other for Trustees as of 20210914

FY2021 Annual Report DRAFT v2

FY2023 5YR & CIPs – summary

June 2020 – 2021

June 202 – 2021 Director's response

2022 Holiday Closings

20210923 BoLT dr

Mind In The Making Grant Update For Trustees—September 2021

COVID Library response timeline

performance_evaluation_non-union_department_head_form.

Email from SR, 8/18/21, 20210818 BoLT meeting follow up

Email from AG, 8/18/21, WFPL - grant opportunity through the Scenic River Stewardship Council

Email from AG, 8/18/21, WFPL - Fwd: Hopkinton Library Goes Fine Free

Email from SR, 8/23/21, Director's response to recent performance evaluation

Email from SR, 9/2/21, 20210902 Director's Interim update

Email from SRH, 9/3/21, Wayland Circ Stats August 2021 FY22

Email from AG, 9/13/21, WFPL- Quorum Check Thurs., Sept. 23, 2021 Trustee Meeting

Email from EB, 9/14/21, Library Budget Reports

Email from SR, 9/17/21, 20210923 BoLT Agenda

Email from SR, 9/17/21, Re: 20210923 BoLT Agenda

Email from SR, 9/20/21, Mind in the Making Summary from Pam

Email from SR, 9/20/21, One more piece of supporting documentation for our 20210923 meeting

Email from CC, 9/21/21, Draft August Minutes for Review

Email from SR, 9/21/21, <no subject>

Email from AG, 9/22/21, WFPL - Document for tomorrow's discussion

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of October 20, 2021
Council on Aging, Wayland Town Building
41 Cochituate Road, Wayland, MA**

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The following members were present and participated remotely: Aida Gennis, Chair, Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell, (left meeting 10:08) Win Treese, and Library Director Sandy Raymond. Guest: Elizabeth Bradley, Office Manager Wayland Free Public Library

Call to order 9:00 a.m.

1. **Public Comment:** None
2. **Review and approval of Meeting Minutes, possibly including, but not limited to September 23, 2021.** S. Hubbell voiced concern that September 23, 2021, minutes did not capture full discussion of the process for the Library Director's review. Trustees decided to approve minutes as is; and consider amending minutes at next meeting with edits provided by S. Hubbell. J.Dion made a motion to approve the September 23, 2021, minutes. L. Hart seconded. 6:0.
3. **Monthly Reports: Financial/Statistical Reports, Director's Report.** W. Treese asked why salaries are now running over budget. S. Raymond stated this was because of overtime due to staffing shortages. S. Raymond added that offers have been made for four positions, so reliance on overtime will be greatly reduced once these positions are filled. These 4 hires will bring staffing levels back to pre-Covid19 State of Emergency levels. S. Raymond called attention to the high circulation numbers, including high use of Overdrive for adult users. J. Dion asked about a contractor's visit to evaluate North Wing window seals. S. Raymond reported the window seals are broken on 4 of 7 windows.
4. **Request of Trustees for \$10,000 to fund Friends of the Library contribution shortfall, discuss, vote question of approval.** S. Hubbell reported the Friends is unable to contribute funds as usual because of lingering tax issues and is hoping Trustees can make up the \$10,000 funding shortfall for museum passes and programing this year. S. Hubbell suggests Trustees use \$5,000 from Library Gifts and \$5,000 from Draper Fund. A. Gennis voiced support for using funds to ensure the museum pass and library programming can continue as usual. L. Hart made a motion to approve using \$5,000 from Library Gifts and \$5,000 from Draper Fund to fund museum passes, Library programing and materials in support of programing; funds to be used in FY22. J. Dion seconded. 6:0.
5. **FY23 Draft Operating Budget, review.** Elizabeth Bradley, Office Manager WFPL, joined the meeting. E. Bradley noted the requested FY23 operating budget is increasing by 1.73 percent solely due to mandatory step increases to staff salaries. W. Treese asked if the budget represented ideal funding for the Library. S. Raymond noted that the budget does reflect what the Library needs. J. Dion encouraged S. Raymond to clearly note the failings of the current building in the narrative of the request.
6. **FY23 Draft Action Plan, due 12/01/2021, review.** Passed over.

7. **2022 Proposed BoLT meeting dates, review.** Trustees agreed to the following 2022 meeting schedule: Jan. 19, Feb. 16, Mar. 16, April 13, May 18, June 15, July 20, Aug. 17, Sept.21, Oct.19, Nov. 16 , Dec 21.
8. **2022 Proposed Holiday Closings.** Trustees reviewed the proposed holiday schedule for 2022 and approved.
9. **Discuss building concerns for later discussion with Public Facilities Director.** A. Gennis asked Trustees to provide any additions to the ongoing list of building concerns tracked by S. Raymond. L. Hart asked for information on the MERV filter currently in place in the HVAC unit, air exchange information for upper and lower levels of the Library, including the frequency of replacing the MERV filters. S. Hubbell added consideration of parking lot access from Millbrook Rd. J. Dion asked that landscaping be added and if the interior storm windows for the round room windows are going forward, CPA funds have been voted and are yet to be expended for these. S. Raymond will check on interior storm window project status. J. Dion would like to know if state or federal funds are available to replace Library windows. A. Gennis asked S. Raymond to provide Ben Keefe with these additions to the list of Trustees' concerns in advance of the November BoLT meeting.
10. **Covid-19 impact on library services and operations, updates.** S. Raymond reported that curbside pickup appointments continue to diminish, while requests for craft bags continue to increase. Attendance is down about 39 percent, but circulation for September 2021 is higher than pre-Covid circulation in September 2019. Cushions for patron use, for outdoor programming on the lawn, have been purchased. S. Raymond attributes the increase in children's circulation to in person children's programming, as many families visit the Library to check out books after program concludes. Weekend hours have expanded. A. Gennis would like updates on the future of mask requirements at other libraries. S. Raymond reported she has not heard anything from surrounding libraries, and that there are no plans to drop mask requirement at this point. A. Gennis asked about Library capacity currently. S. Raymond says building occupancy is down about 40 percent. A. Gennis asked if the School Department has begun the high school/middle school bus dropping students off at the Library. S. Raymond will inquire about the Library bus stop with bus coordinator.
11. **Trustees reports and concerns.** A. Gennis followed up on Trustees' question whether CPA funds are available for Children's Room outdoor amphitheater seating repairs or for grounds landscaping, these do not qualify.
12. **Topics not anticipated by chair 48 hours in advance of meeting:** none.
13. **Adjourn:** W. Treese made a motion to adjourn, C. Conery seconded. 5:0 vote to adjourn. Meeting adjourned at 10:23 a.m.

List of emails and documents for the meeting follows.

Next Meeting:

Wednesday, November 17, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

2021102021 BoLT Agenda

09.23.21 BoLT Minutes

FY2023 5YR & CIPs – summary.xlsx
20211020 BoLT dr.pdf
FY2023 Action Plan.pdf
2022 meeting calendar.pdf
2022 Holiday Closings.doc
WFPL Issues.docx
Trustees Circ Stats FY22
@Trustees Circ Stats FY22
Summary Reports for Trustees as of 20211015.pdf
Summary Reports Other for Trustees as of 20211015.pdf
FY2023 Library Budget Request DRAFT.docx
Budget Schedule and Process FY2023 FINAL V1.docx
Budget Guideline FY2023.pdf
FY2023 Explanatory Statement of Changes.xlsx
COVID Library response timeline.xlsx

Email from SR, 9/24/21, WFPL CIP update
Email from SH, 9/24/21, Re: WFPL CIP update
Email from AG, 10/11/21, WFPL - quorum check, Zoom or hybrid, for Trustee meeting Wed. Oct. 20
Email from SR, 10/14/21, 20211020 BoLT Meeting Agenda and supporting documentation
Email from EB, 10/15/21, Library Budget Reports
Email from AG, 10/15/21, WFPL- for Trustee meeting on Wed., Oct. 20 at 9 a.m.
Email from SRH, 10/18/21, Wayland Circ Stats FY2022 Sept 2021
Email from SRH, 10/18/21, UPDATE: Wayland Sept 2021 Circ Stats FY22
Email from SR, 10/19/21, 20211020 BoLT Budget documentation plus 1

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of November 17, 2021
Council on Aging, Wayland Town Building
41 Cochituate Road, Wayland, MA**

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The following members were present and participated remotely: Aida Gennis, Chair, Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond. Guest: Ben Keefe, Facilities Director, Town of Wayland

Call to order 9:04 a.m.

1. **Public Comment:** A. Gennis highlighted upcoming Library event featuring local author Joy Winkie Viola on December 9, 2021.
2. **Review and approval of Meeting Minutes, possibly including, but not limited to October 20, 2021, September 23, 2021; possible amendment to discussion of Director evaluation process.** W. Treese made a motion to approve the October 20, 2021, minutes with edit to correct a typo. J. Dion seconded. Vote: 6:0. W. Treese made a motion to approve an amendment from S. Hubbell adding her opinion of the evaluation process to September 23, 2021, minutes. J. Dion seconded. Vote: 6:0.
3. **Monthly Reports: Financial/Statistical Reports, Director's Report.** No comments or discussion for financial reports. S. Raymond reported that circulation is back to, and exceeding, pre-pandemic levels of 2019. Curbside use continues to decrease, while "Take and Make" craft bags continue to increase. S. Raymond noted a round room couch leg is still in need of repair. L. Hart asked about issues with Library using Trustee funds approved by Trustees to pay for Library programming. A. Gennis is working with the Town and E. Bradley to streamline this approval process. J. Dion applauded S. Raymond's effort to establish a Story Walk at both the Library and Hannah Williams Playground. W. Treese asked Trustees to share any volunteers interested in helping with Girls Who Code program.
4. **Invited guest: Ben Keefe, Facilities Director, discuss building concerns including ventilation, maintenance, CIP list.** A. Gennis stated three immediate concerns of Trustees are HVAC, drainage, the parking lot. HVAC unit sits in attic above circulation desk, A. Gennis asked what is condition of unit, it still leaks, and what is the MERV filter situation. B. Keefe ran a CO2 meter from noon on yesterday to check how air is being exchanged in the room. It peaked at 750 parts per million with six occupants, normal is 800-1100. B. Keefe says plenty of fresh air is being circulated in all areas of the Library. Trustees discussed room capacity limits in the Raytheon room and other areas of Library. MERV filter currently is #8, highest the unit can handle. DESE says use highest filter possible. Filter on schedule to be changed 3 times/ year. B. Keefe stated the HVAC system is not an air purifier. The Library has multiple air purifiers in the building. L. Hart asked B. Keefe to work with S. Raymond to determine capacity limits for rooms in Library. A. Gennis asked if S. Raymond can open windows in Library if needed. S. Raymond said they could. B. Keefe noted replacements are in progress for storm windows that are not functioning. A. Gennis asked why stripes on parking lot have still not been re-

painted. B. Keefe said project fell off his list, he will try to repaint before winter. S. Raymond reported that the parking lot motion light appears to be working, at the moment. A. Gennis raised concerns about drainage outside Children's Room, where flooding remains a concern. B. Keefe and S. Raymond state the milk crate over the drain catching leaves with sandbags adequately prevent flooding. B. Keefe reported an architect is currently working on replacing public entrance and emergency exit doors for the Library. C. Conery asked B. Keefe to provide update on ADA updates that were funded at ATM in Spring 2020. B. Keefe will provide ADA update to S. Raymond on ADA project.

5. Discuss, vote the question of approval of:

FY23 Draft Operating Budget – Trustees briefly discussed the much overdue need to replace carpeting in Children's Room. Noted minimal increase in budget due to contractual and staffing costs. L. Hart made a motion to approve the Operating Budget. C. Conery seconded. Vote: 6:0.

FY23 - 5 Year Capital Improvement Plan – Plan was discussed at the October meeting; updates are now before Trustees. W. Treese made a motion to accept the 5 Year Capital Improvement Plan. S. Hubbell seconded. 6:0

- 6. CPA project application (deadline: 12/1/2021), vote the question of approval.** A. Gennis and J. Dion questioned costs to conserve five items and overall process for selecting items for conservation; suggested staff explore available Library Services Technology Act grants from the Mass. Board of Library Commissioners to assist with future archival projects. A. Gennis suggested creating a staff position specifically focusing on historic materials and their preservation, possibly adding this task to a Reference Librarian or another position. Trustees encouraged Library to publicize this archival process. C. Conery made a motion to accept the CPA application. S. Hubbell seconded. 6:0 vote.
- 7. FY23 Draft Action Plan, due 12/1/21.** L. Hart asked if items on this Action Plan will be updated as they occur, and asked what is being done to address item 5: Create succession, backup, and documentation for key positions. S. Raymond noted staff is trained in multiple roles to allow services to continue in the event one employee is out or unavailable, and she is not in favor of updating job descriptions. J. Dion felt strongly job descriptions should be updated so that functions, such as maintaining library archive, do not fall through the cracks. S. Hubbell did not think job descriptions need to be updated. W. Treese asked S. Raymond to provide updates, including forward looking, on items from Action Plan. C. Conery asked for discussion to continue at next meeting.
- 8. Covid19's impact on library services and operations, updates.** Trustees and S. Raymond briefly discussed the report. Trustees questioned the removal of plexiglass on the main floor and arrival of chairs in the apse. S. Raymond reported the acquisition of six free chairs from the Sudbury Library in September. Plexiglass removed recently from main floor, still located in Children's Room.
- 9. Trustees reports and concerns.** A. Gennis attended Commission of Trust Funds meeting. Commissioners voted to annually send Trustees a letter stating what can be annually withdrawn from the funds, without a special request, while still maintaining healthy fund balances. J. Dion announced former Children's Librarian, Ann Flowers passed away earlier this month and had requested funds be donated to the Millennium Fund in lieu of flowers. L. Hart reminded everyone the Holiday Walk is December 5, and traditionally people stop by the Library.
- 10. Topics not anticipated by chair 48 hours in advance of meeting:** none.
- 11. Adjourn:** W. Treese made a motion to adjourn, S. Hubbell seconded. 6:0 vote to adjourn. Meeting adjourned at 10:53 a.m.

List of emails and documents for the meeting follows.

Next Meeting:

Wednesday, December 15, 2021, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

_Archival Supplies – Sheet1.pdf

CPA Application Form – Wayland Library – 2022.docx.pdf

Wayland Archives Project 2022 Images.pdf

FY2022 Monthly Circ value.xlsx

COVID Library response timeline.xlsx

Summary Reports for Trustees as of 20211109.pdf

Summary Reports Other for Trustees as of 20211109.pdf

20211117 BoLT Agenda.pdf

202110 WFPL Issues.docx

FY2023 Library Budget Request DRAFT.docx

FY2023 5YR & CIPs – summary.xlsx

CPA FY2022 Description and Images.pdf

FY2023 Action Plan.pdf

@Trustees Circ Stats FY22

20211117 BoLT dr.pdf

10.20.21 DRAFT BoLT Mins for Approval.docx

Email from SR, 10/20/21, Fwd: Nice Job

Email from SR, 10/26/21, CPA Application for Review

Email from SR, 11/01/21, For those that enjoy spreadsheets

Email from EB, 11/09/21, Library Budget Reports

Email from SR, 11/10/21, 20211117 BoLT Agenda and supporting documentation

Email from SRH, 11/10/21, October 21 Circ Stats FY22

Email from SR, 11/15/21, The long anticipated 20211117 Director's Report

Email from SH, 11/15/21, BoLT, for the September minutes

Email from CC, 11/15/21, October BoLT DRAFT Minutes

Email from AG, 11/16/21, WFPL- Boston Globe article 11-11-21

**Wayland Free Public Library
Board of Library Trustees
Meeting Minutes of December 15, 2021
Council on Aging, Wayland Town Building
41 Cochituate Road, Wayland, MA**

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The following members were present and participated remotely: Aida Gennis, Chair, Courtney Conery, Judy Dion, Leah Hart, Sarah Hubbell, Win Treese, and Library Director Sandy Raymond. Guest: Ben Keefe, Facilities Director, Town of Wayland

Call to order 9:04 a.m.

1. **Public Comment:** J. Dion highlighted recent racially charged incidents at Wayland Middle School and thought it might be a good time to repost the Library's BLM statement. J. Dion to share article written by Wayland students about the incidents with all Trustees via email.
2. **Review and approval of Meeting Minutes, possibly including, but not limited to November 17, 2021.** W. Treese made a motion to approve the November 17, 2021, minutes. S. Hubbell seconded. Vote: 6:0.
3. **Monthly Reports: Financial/Statistical Reports, Director's Report.** J. Dion asked why Trustees received full Bartholomew report this month. S. Raymond said she simply overshaed. S. Raymond reviewed circulation, noting that Children's physical circulation is up, but Adult physical circulation remains down, as many have started using Overdrive. A. Gennis noted there was no Interim Director's Report. S. Raymond noted that now that patrons are back in the building it does not seem necessary to have an Interim Report. A. Gennis noted that the Interim Report was a Goal that was meant to replace weekly communications from Director, and that the issue could be discussed at a future meeting. Group discussed upcoming process for installing new mobile shelving in Children's Room. S. Hubbell reported the Massachusetts Attorney General has issued a Certificate of Good Standing to the Friends. Children's Story Time is currently happening in the Round Room. Smaller groups are meeting in the Raytheon room. Library is currently only understaffed by one position. S. Raymond noted one of the hires is a Spanish speaker. A. Gennis asked if more programing could be aimed to support the Spanish Immersion program at Loker School. C. Conery noted strong desire from parents at Loker School to have more Spanish books available to children in the SI program.
4. **Ben Keefe, discussion including: vote the question of approval of CPA application for exterior repairs including: repointing, painting, \$238,500; update on interior capacity and conditions of lower level; FY23 CIP improvements for deferred maintenance, updating progress on entrance & emergency exit doors.** A. Gennis asked if B. Keefe had drafted a memo on room capacities, air quality and ventilation for Library lower level. B. Keefe did not but provided an overview of several government regulations on air quality and cited readings from the Raytheon room that were well within the limits according to all metrics. B. Keefe says there is plenty of fresh air circulating in the room and that somewhere around 12 people max is about the right capacity for the Raytheon Room, with 6 feet of social distancing.

B. Keefe provided overview of CPA application for funds to provide maintenance to the outside of the building, including trim repair and painting, gutter and downspout repairs, pressure wash and re-point brick. C. Conery asked if a historical preservation restriction would be put on the outside of the building if we support this application. A. Gennis noted that the current application does not include a historical preservation restriction. S. Hubbell, made a motion to support CPA application as it currently stands, with any changes to or as a result of the application triggering another meeting for Trustees to discuss changes. W. Treese seconded. Vote 6:0.

5. **Vote question of payment: ESL trainer \$600.00 for Fall 2021 training session (Invoice 2021-2).** S. Raymond would like to have ESL trainers change their invoice to note that payment comes from the Library Trustees and not the Wayland Public Library as is currently stated on the invoice. W. Treese made a motion to pay the \$600 ESL trainer invoice #2021-2, with \$300 going to Virginia Steel and \$300 going to Jane Albert, from the Millennium Fund. S. Hubbell seconded. Vote: 6:0.
6. **Mass. Library Trustee Association annual membership, vote question of payment (\$100).** C. Conery made a motion to approve membership for the 2022 year, with the \$100 membership fee coming from the Millennium Fund. L. Hart seconded. Vote: 6:0.
7. **Vote question of payment from Trustees' Small Funds: Ingram Invoice #67393831 for books and Demco Invoice #7049338 for book repair supplies. Three early funds have minimum annual expenditures: 1863 James Draper Fund \$30 books, \$30 repairs of books or new books/maps; 1894 James Sumner Draper \$30 new books; 1903 Grace Campbell Draper Fund \$50 books, not fiction.** L. Hart made a motion to pay the Ingram Invoice#7049338 for \$197.39 and Demco Invoice #7049338 for \$30.67 with funds from the 1863 James Draper Fund (\$30 books, \$30 repairs of books or new books/maps); 1894 James Sumner Draper (\$30 new books); and 1903 Grace Campbell Draper Fund (\$50 books not fiction). S. Hubbell seconded. Vote: 5:0.
8. **FY23 Action Plan, continue discussion.** L. Hart asked S. Raymond to further discuss item 5, which includes succession planning. S. Raymond noted that Sarah Hogan, Head of Circulation, is in the process of updating the Circulation Staff Procedure Manual, Library has also created employee emergency manual (i.e. who is responsible for getting staff out of building in event of fire, active shooter, etc.), the Library also updated its disaster plan. S. Raymond noted staff is cross trained on tasks to ensure Library operation during staff absences. L. Hart asked for information about a succession plan. S. Raymond says Library tries to promote from within. W. Treese asked if Trustees should have a plan to take action on items listed in the Action Plan as responsibility of Trustees. A. Gennis noted this will be part of agenda for January meeting.
9. **Updated policies:**
 - **Privacy (2000)** – W. Treese made a motion to approve the DRAFT Privacy Policy submitted to Trustees on December 10. S. Hubbell seconded. Vote: 5:0.
 - **Bulletin Boards and Materials Distribution (2011)** - Passed over. S. Raymond to provide Trustees materials needed to discuss.
10. **Discuss the retirement of the six red chairs formerly housed in the apse.** S. Raymond noted it is five chairs, not six. A. Gennis reported the chairs have been in the Library since the 1980's, and that S. Raymond would like to see if another department in Town would like them, if not, they will be posted to a freebie website for libraries. Trustees concurred.

11. Trustees reports and concerns, including: Mandatory Year-End Campaign Finance Report Filing, due on/before Jan. 20,2022. A. Gennis noted everyone should have received their letter in the mail from the Town Clerk and that the filing needs to happen by Jan. 20, 2022.

A. Gennis noted the MBLC Library Building Specialists, Lauren Stara and Andrea Bono-Bunker, are available to discuss the work in the capital plan and internal space reorganization. A. Gennis to see if they can come visit building and provide thoughts at a future Trustee meeting.

12. Topics not anticipated by chair 48 hours in advance of meeting: none.

13. Adjourn: C. Conery made a motion to adjourn, W. Treece seconded. 5:0 vote to adjourn. Meeting adjourned at 10:59 a.m.

List of emails and documents for the meeting follows.

Next Meeting:

Wednesday, January 12, 2022, 9:00 a.m.

Respectfully submitted by Courtney Conery

Documents for the Meeting:

09.23.21 BoLT Mins Amended 11.17.21

Wayland Library Project Estimate from NEDCC.pdf

Wayland Library CPA Application.pdf

@Trustees Circ Stats FY22.xlsx

Summary Reports for Trustees as of 20211209.pdf

Summary Reports Other for Trustees as of 20211209.pdf

20211215 BoLT Agenda.pdf

20211215 BoLT dr.pdf

Cpa_application_form_-Library ATM23 v3.docx

Cpc_minutes_10.20.21.final.pdf

Bill WPL 2021-2 split.docx

Ingram and DEMCO invoices.pdf

FY2022 Action Plan with Progress.docx.pdf

Confidentiality policy.doc

Exhibits and Displays in the Library.doc

Privacy Policy DRAFT.pdf

General frequently-asked questions concerning privacy and confidentiality issues..pdf

Your Child's Library Card.pdf

Bulletin Boards & Materials Distribution DRAFT.pdf

WFPL Policies Overview – Sheet1.pdf

November 2021 Wayland Library.pdf

COVID Library response timeline.xlsx

11/17/21 DRAFT BoLT Mins for Review.docx

FY2023 Action Plan.pdf

2020_01_27 Trustees SmallFundList updated[7]

4 1903 Draper, Grace Campbell \$1,000 Books Votes&TermsofGift.pdf

3 1894 Draper, James Sumner (Ella E. Draper) \$500 Books Vote&Term.pdf

1 1863 Draper, James \$500 Bks+Maint Vote+TermsOfBequest.pdf

Email from JD, 11/17/21, Re: 20211117 BoLT Agenda and supporting documentation
Email from CC, 11/17/21, Amended September Minutes
Email from SR, 11/22/21, As Thanksgiving approaches: upward compassion
Email from SR, 11/24/21, Wayland Library CPA application
Email from SRH, 12/06/21, WYL Circulation Stats Nov 2021 FY22
Email from SR, 12/06/21, NPR on Libraries
Email from EB, 12/09/21, Library Budget Reports
Email from SR, 12/10/21, 20211215 BoLT Agenda and supporting documentation
Email from AG, 12/14/21, WFPL - reminder Trustee Meeting, tomorrow: Wed. Dec. 15 @ 9 a.m. Zoom
Email from CC, 12/14/21, November Minutes for Review
Email from SR, 12/14/21, 20211215 BoLT Action Plans
Email from AG, 12/14/21, WFPL — Mass. Library Trustee Association
Email from AG, 12/14/21, WFPL - docs for agenda line #7 Small Funds expenditure